iRAPT

Invoicing Receipt Acceptance Property Transfer

Receiving Report (Stand-alone)
&
FMS Receiving Report

To learn how to electronically submit and take action on iRAPT documents
through simulations and step-by-step procedures, visit the
WAWF e-Business Suite Web Based Training Main Menu and select iRAPT.

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1 Description

iRAPT includes the functionality for submission and processing of the Receiving Report and FMS Receiving Report.

1.1   Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting a Receiving Report (Standalone) and FMS Receiving Report transaction.

Entitlement Systems

Entitlement System	iRAPT Support	EDI Capable
MOCAS	YES	YES
EBS	YES	YES
One Pay	YES	YES
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	YES	YES
Navy ERP	YES	YES
STANDARD PAY	YES	YES

1.2   Table Convention

The tables in the following sections detail the data that is available for entry in the various screens that are viewable by the iRAPT Users working on this type of document. For each table there will be a line detailing the data that may be entered including the:

- o **Label**
- o **Requirement entry:**
    - o Mandatory – must be entered
    - o Optional – may/may not be entered depending upon the contract requirements
    - o Conditional – require entry of some other data elements
    - o System Generated – iRAPT calculated or populated field

o **Field Size (Minimum/Maximum)**

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

1.3   Standard Workflow and Status

NOTE: Only the following workflows are allowed for an FMS Receiving Report:

- Source/Source
- Source/Other
- Other/Other
- Destination/Other

1.3.1   S/S

Role	Action	Recipient	Status
Standard Process			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection/Acceptance	LPO Reviewer/LPO (if entered)	Accepted
Receiver (optional)	Receive	LPO Reviewer/LPO (if entered)	Received
LPO Reviewer	Pre-Certification	LPO	Pre-Certified
LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
Pack Later and Transportation Later			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection/Acceptance	Initiator	Accepted
Initiator	Add Pack Data	LPO Reviewer/LPO (if entered)	Accepted
LPO Reviewer	Pre-Certification	LPO	Pre-Certified
LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

1.3.2 S/D (includes S/O)

Role	Action	Recipient	Status
Standard Process			
Initiator	Creation	Inspector	Submitted
Inspect By	Inspection	Acceptor	Inspected
Receiver (optional)	Receive	Acceptor	Received
Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
LPO Reviewer	Pre-Certification	LPO	Pre-Certified
LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
Pack Later and Transportation Later			
Initiator	Creation	Inspector	Submitted
Inspect By	Acceptance	Initiator	Inspected
Initiator	Add Pack Data	Acceptor	Inspected
Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
LPO Reviewer	Pre-Certification	LPO	Pre-Certified
LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

1.3.3 D/D (includes D/O and O/O)

Role	Action	Recipient	Status
Standard Process			
Initiator	Creation	Inspector/Acceptor	Submitted
Receiver (optional)	Receive	Inspector/Acceptor	Received
Inspect By (If entered)	Inspection	Acceptor	Inspected
Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted

LPO Reviewer	Pre-Certification	LPO	Pre-Certified
LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

Pack Later and Transportation Later

Initiator	Creation	Initiator	Submitted (held)
Initiator	Add Pack Data	Inspector/Acceptor	Submitted
Inspect By (If entered)	Inspection	Acceptor	Inspected
Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
LPO Reviewer	Pre-Certification	LPO	Pre-Certified
LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

1.4   Additional Information

1.4.1   Status

When the RR is created the document's status is "Submitted."; if submitted via the Navy interface to either ERP Log or ILSMIS the status is "Navy in Process".

1.4.2   Recall

Documents created and forwarded via the Navy interface to either ERP Log or ILSMIS locations may not be recalled.

1.4.3   Corrected Receiving Report

Vendor is able to correct and resubmit a MOCAS paid, Source Inspected and Source Accepted Receiving Report (RR) that is in a Processed status, from both the active and archive databases. Corrections are available via the web interface, SFTP and EDI. Vendor will be allowed to change the routing data, however, the Inspect By and Admin By must be DCMA when submitting a Corrected Receiving Report. Vendor will be able to modify data on each of the tabs, however, UID and Pack data are not permitted on a Corrected Receiving Report.

When the Inspector Location is DCMA, Admin Location is DCMA and Pay System is MOCAS, the system will allow the Inspector to recall a processed Source Inspected and Source Accepted Receiving Report for correction by the Vendor.

The system will allow the Inspector to accept a Corrected Receiving Report (Source/Source) for the full quantity. The system will allow the Inspector to reject a Corrected Receiving Report (Source/Source) to the Vendor that updated the Corrected Receiving Report. The system will

permit the Inspector to open a new window to view the previous data by clicking the 'Click Here to View Differences' link. The Inspector may modify previously entered ACRN, AAA and SDN as well as previously entered Non-Navy Multiple ACRN worksheet.

Pay Official is only allowed to recall the last corrected copy. The system will NOT allow the Pay Official to recall the original or the previous corrected documents. The Pay Official is permitted to regenerate EDI transactions for the last corrected copy.

2 Document Creation

2.1   Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit a Receiving Report (Standalone) selects "Create New Document" link in the Vendor Folder.

Contract Number Edits

Label	Entry Requirement	Size
Contract Number	Mandatory	
DOD FAR FY17 and later		

No special characters, Cannot have 'I' or 'O' in any position.
   o POS 1-6: Must be a valid DoDAAC
   o POS 7-8 (Fiscal Year): must be numeric and must be ≥ 16 and < 66
   o POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.
   o POS 10+: POS 10-13 cannot be '0000'
	13	

DOD FAR FY16 and prior		

No special characters, Cannot have 'I' or 'O' in any position.
   o POS 1-6: Must be a valid DoDAAC
   o POS 7-8 (Fiscal Year): must be numeric and must ≤ 16 or >65
   o POS 9: Must be alpha. Cannot be: B, E, I, J, N, O, Q, R, T, U or Y
   o POS 10+: POS 10-13 cannot be '0000'
	13	

Uniform PIID FY16 and later		

No special characters, Cannot have 'I' or 'O' in any position.
   o POS 1-6: Must be a valid FEDAAC
   o POS 7-8 (Fiscal Year) : Must be numeric and must be ≥ 16
   o POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z
   o POS 10+: Position 10 and after cannot be all zeros.
	13-17	

Uniform PIID FY15 and prior	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
All Other Contracts	
No special characters	1-19

Delivery Order Number Edits

Label	Entry Requirement	Size
Delivery Order Number	Conditional	
DOD FAR FY17 and later		

No special characters. Cannot have 'I' or 'O' in any position.
Prohibited when POS 9 of Contract Number is C, F, H, M, P or V
Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'
Required when POS 9 of Acquisition Contract Number is 'D'
  o POS 1-6: Must be a valid DoDAAC
  o POS 7-8: Must be numeric, Must be ≥ 16 and < 66
  o POS 9 must be 'F'.
  o POS 10+: POS 10-13 cannot be '0000'
		13

DOD FAR FY16 and prior		

No special characters, Cannot have 'I' or 'O' in any position.
Prohibited when POS 9 of Contract Number is C, F, M, P, V or W
Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'
Required when POS 9 of Acquisition Contract Number is 'D'
 	
4 Character DO Numbers Edits:
  o 'A' and 'P' prohibited in first position
  o '0000' is not an acceptable value
 	
13 Character DO Numbers Edits:
  o POS 1-6: Must be a valid DoDAAC
  o POS 7-8: Must be numeric
  o POS 9 must be 'F'.
  o POS 10+: POS 10-13 cannot be '0000'
		0,4 or 13

Uniform PIID FY16 and later		
No special characters, Cannot have 'I' or 'O' in any position. Prohibited when POS 9 of Contract Number is C, F, H, P or V Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'		13-17

Required when POS 9 of Acquisition Contract Number is 'D'
 	
   o   POS 1-6: Must be a valid FEDAAC
   o   POS 7-8 (Fiscal Year) : Must be numeric and must be $\geq$ 16
   o   POS 9: Must be 'F'
   o POS 10+: Position 10 and after cannot be all zeros.	

Uniform PIID FY15 and prior	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
All Other Contracts	
No special characters	1-19

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
From Template?	Conditional	1/1
	Defaults to "N". Select "Y" if you wish to create from a previous document template.	
Pay DoDAAC	Mandatory	6/6
Reference Procurement Identifier	Optional	1/19
	The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA for Web, FTP/EDI documents and IUID registry when the following conditions are met: • The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16). • The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: - The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents. - The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents.	

	• The entered Contract Number has an "F" in the 9th position.	

Following entry of the Contract Number, Delivery Order, originator's CAGE code and selecting "Y" or "N" from the From Template dropdown, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

2.2   Document Selection

Based upon the Pay Office entered, the application will present the document types (Web-create only) that may be created for the associated Entitlement system. There may be one or more additional data elements to be flagged to further identify required document elements.

Label	Entry Requirement	Size
Currency Code	Mandatory	3/3
	Drop-down selection. Defaults to USD.	
Receiving Report	Mandatory	1/1
	Allows the initiator to submit a Receiving Report	
Inspection Point	Mandatory	1/1
	Drop-down selection "Source" or "Destination" or "Other"	
Acceptance Point	Mandatory	1/1
	Drop-down selection "Source" or "Destination" or "Other"	
From Invoice Indicator	Optional	1/1
MOCAS	Allows the initiator to create Receiving Report from Invoice. The user will not be permitted to create a RR from Invoice, if the type of document,(Services or Supplies) is mixed nor will they be permitted to create a Services RR from a Supplies CI	
FMS Indicator	Optional	1/1

| | Allows the initiator to submit an FMS Receiving Report. | |
| | If the user selects the FMS checkbox, the user may only select the following workflow options: Source/Source, Source/Other, Other/Other, or Destination/Other. | |

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated. Additional Routing Codes may need to be entered based on workflow selected.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document's fields except for the Shipment Number and Shipment Date fields. The Initiator can edit all pre-filled information.

2.3   Routing Codes

If the contract number is in the EDA database, iRAPT will automatically populate some of the Routing code fields. The user has the option to edit/update these codes. Any required fields (as denoted by an asterisk) that are not automatically populated will need to be completed. The routing elements entered are used to route the document through the workflow to the appropriate users.

Label	Entry Requirement	Size
Issue Date	Optional	10/10
	Refers to the issue date of the contract, not the date the document is being created.	
Issue By DoDAAC	Optional	6/6
	Refers to the organization that issued the contract.	
Admin DoDAAC	Mandatory	6/6
	Refers to the agency responsible for administering the contract terms.	
Inspect By DoDAAC	Conditional	6/6
	Mandatory if S/S or S/D document. For S/D and S/O: If Inspection point is NAVY ERP, the	

Navy ERP	Acceptance point must also be NAVY ERP	
	If a Navy ERP Ship To is indicated on a D/D document; the Inspect By will be prohibited	
Inspect By Extension	Conditional	1/6
	Requires entry of the Inspect By DoDAAC.	
Mark For Code	Optional	6/6
	Further delineates shipping instructions.	
	Mandatory for FMS Receiving Report and must be a valid MAPAC.	
Mark For Code Extensions	Conditional	1/6
	Requires entry of the Mark For Code.	
Ship To DoDAAC	Mandatory	6/6
Navy ERP	Refers to the service/agency responsible for accepting the goods and services.	
	When the Ship To DoDAAC is a NAVY ERP location and document flow is D/D, D/O or O/O, Inspect By DoDAAC is not allowed.	
	When the Accept at Other DoDAAC is a NAVY ERP location and document flow is D/D, D/O or O/O, Inspect By DoDAAC is not allowed.	
Ship To Extension	Conditional	1/6
	Requires entry of the Ship To DoDAAC.	
Ship From Code	Optional	5/6
	Refers to the agency/organization if the shipment originates from a location different from the contractor location	
	May be a CAGE or a DoDAAC	
Ship From Extension	Conditional	1/6
	Requires entry of the Ship From Code.	
LPO DoDAAC	Conditional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
One Pay	Mandatory	
MOCAS	LPO not permitted	
EBS	LPO not permitted	

NAVY ERP	LPO not permitted	
CAPS-W	Optional	
CAPS-C	Optional	
IAPS-E	Optional	
STANDARD	LPO not permitted	
CRCARD	LPO not permitted	
LPO Extension	Conditional	1/6
	Requires entry of the LPO DoDAAC.	

Upon selecting Continue, the application will validate that each of the entered codes are valid and that there is an active user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed.

2.4   Additional Information

Please Note the following additional edits:

Source/Source: The Ship To may not be the same location code as the Inspect By.

Source/Destination: Inspect By must be entered and may not be the same location as the Ship To.

Source/Other: The Inspect By may not be the same location code as the Ship To. The Accept By may not be the same location as the Ship To.

Destination/Destination: If entered, the Inspect By must be the same as the Ship To/Accept By.

Destination/Other: The Accept By may not be the same location as the Ship To. If entered, the Inspect By must be equal to the Ship To code. This would mean that if a CAGE or Contractor DoDAAC were entered, there will not be an Inspect By field.

Other/Other: The Accept By may not be the same location as the Ship To. If entered, the Inspect By must not be equal to the Ship To code.

2.5   Header Tab

 Receiving Report will be reflected on Header Page of the document.

Header Tab (Initiator)

Label	Entry Requirement	Size
Supplies or Services	Conditional	1/1

	ALL	Either Supplies or Services must be selected; defaults to Supplies.	
	MOCAS	If "Services" is selected; Stock Part No will default to the word "Services" and the Stock Part Type will default to "SV" on the CLIN tab. These fields will not be editable.	
	MOCAS	If Supplies are selected (on the Line Item tab), "SV" will not be permitted for the Stock Part Type.	
Certificate of Conformance Indicator		Optional	1/1
Alternate Release Procedures Indicator		Optional	1/1
		Either ARP or CoC may be selected, but not both at the same time. Not available for D/D documents.	
Shipment Number		Mandatory	2/22
	MOCAS DCMA Administered	Must be 7 or 8 characters in format AAA(AN)NNN or AAA(AN)NNNZ. Eighth position is only used for Final Shipment and must be a Z.	
	EBS	Must be 2 to 8 characters. Eighth position is only used for Final Shipment and must be a Z.	
Shipment Date		Mandatory	10/10
		Services Completion Date if MOCAS paid or DCMA administered. Requires entry of the Shipment Number.	
Estimated Shipment Date Indicator		Optional	1/1
		If used will be an "E."	
Estimated Delivery Date		Optional	10/10
		Requires entry of the Shipment Number.	
Final Shipment Indicator		Mandatory	1/1
		"Y" or "N" required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of 'N' or 'Y'.	
FMS Case Identifier		Mandatory	8/8
		FMS Case Identifier is Alphanumeric.	

	If there are two characters before the first dash, the first two characters must be a valid FMS Country Code. See additional notes below table.	
Transportation Account Code	Optional	4/4
Gross Weight	Optional	1/6
Transportation Control Number	Optional	17/17
	TCN must be 17 alphanumeric characters. The 16th position must be alpha character and it cannot be an "I" or "O".	
Cube	Optional	1/8
FOB Point Indicator	Optional	1/1
	Will be "S", "D," or "O"; defaults to "S."	
Serial Shipping Container Code	Optional	1/18
Transportation Leg	Conditional	1/1
	System defaults to "1"	
Standard Carrier Alpha Code	Optional	2/4
Bill of Lading Number	Optional	1/30
	'Commercial' or 'Government' may be selected; defaults to 'Commercial'	
Secondary Transportation Tracking Number	Optional	1/30
Secondary Transportation Tracking Type	Conditional	2/2
	Mandatory if Secondary Transportation Number entered.	
Secondary Transportation Tracking Description	Conditional	1/30
	Mandatory if Secondary Transportation Tracking Type is "Other Unlisted Transportation Number"	
Transportation Method/Type	Optional	1/1

Vendor Identifier	Mandatory	1/26
CRCARD	The system will populate when created from a template.	
Vendor Transaction Number	Mandatory	1/24
CRCARD	The system will populate when created from a template.	
Card Issuing Bank Identifier	Mandatory	6/6
CRCARD	The system will populate when created from a template.	
Amount Billed	Mandatory	1/16
CRCARD	The system will populate when created from a template.	
Currency Code	Mandatory	3/3
	Defaults to USD	
Document Total	Calculated	9.2

2.6 FMS Case Identifier

The FMS Case Identifier can be identified using Military Standard Requisitioning and Issue Procedures (MILSTRIP) information. This information is contained in the Document Number (Record Positions 30-44) and the Supplementary Address (Record Positions 45-50).

To differentiate among the implemented FMS cases, each LOA is assigned a unique case identifier. This unique case identifier is assigned by the Implementing Agency.

The case identifier has three major components:

1. Country Code: A two-position code representing the purchasing country or organization. A list of DOD country/activity codes is found in SAMM, table C4.T2. For Pseudo LOAs, the country code is replaced by a Program Code that represents the Security Cooperation program authorizing the transfer. Program codes are listed in SAMM C4.T2 and C15.T2.

2. Implementing Agency (or service) Code: A single alpha code that identifies the US MILDEP or other IA that manages the item/system requested and is responsible for preparing the LOA on behalf of the USG. The most common codes are "B" for Army, "D" for Air Force, and "P" for Navy. Refer SAMM table C5.T2 for a listing of IA codes.

3. Case Designator: A three-position alpha code assigned by the IA to identify a specific offer to a country.

The 6 digit case identifier can be extracted from the Document Number, which is also used to the construct the requisition number and transportation control number, and the Supplementary Address (SUPPAD). The second and third characters of the Document Number (MILSTRIP RP 31 and 32) represent the Country Code, while the first character is the Implementing Agency code (RP 30). The Case Designator is the last three characters of the SUPPAD (RPs 48-50).

2.7   Transportation Later

Transportation Later applies to the Receiving Report portion of the COMBO and will follow the same workflow as Pack Later. During create, the Vendor can select the Submit Transportation Data Later Checkbox on the Header Tab and submit the document. If Source Acceptance, Inspector can inspect/accept the document at this time.

Vendor can access the document through the History folder's 'Add' link and can either add the Transportation Data to the document and submit, OR, the vendor can submit without Transportation Data.

Transportation Method/Type Codes

Please refer to the Transportation Method/Type Code Table maintained under the "Lookup" tab on the iRAPT web site to access the current list of codes.

2.8   Address Data Tab (Initiator)

The address data is pre-populated based upon the codes entered on the routing window. The data can be modified by the user.

Address Data Tab

Label	Entry Requirement	Size
Payee Name 1	Mandatory	1/60
Payee Name 2	Optional	1/60
Payee Name 3	Optional	1/60
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/55
Address 1	Optional	1/55

Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/30
State	Optional	2/2
Zip Code	Optional	3/15
Country	Optional	3/3
Military Location Description	Optional	2/6

When entering Address data, iRAPT will require the following Address combinations **if** a user attempts to modify pre-populated data:

- **For U. S. Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.

- **For Non-U. S. Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.

- **For U. S. Military Addressing:** Activity Name and Payee Name are the minimum required to complete the Address. Other fields are optional.

2.9   Mark For Tab

The Initiator is able to enter Mark For comments.

Mark For Tab

Label	Entry Requirement	Size
Mark For Rep	Optional	1/2000
Mark For Secondary	Optional	1/2000

2.10   Comments Tab

The Initiator is able to enter document level comments.

Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for Final Invoice.	

2.11 Line Item Tab

NOTE: CLIN/SLIN/ELIN/CDRL ELIN data will be pre-populated from EDA if contract information is available, and will remain editable.

Label	Entry Requirement	Size
Document Level		
Document Level AAI	Optional	6/6
	AAI must be six numeric characters. AAI entered at the Document Level will be displayed on to the Line Item Level.	
Document Level SDN	Optional	1/30
ONE-PAY	SDN entered at the Document Level will be displayed on to the Line Item Level. Must be 13, 14 or 15 alphanumeric characters	
Document Level ACRN	Optional	2/2
	ACRN entered at the Document Level will be displayed on to the Line Item Level.	
Document Level Special Package Markings / Special Handling Requirements	Optional	1/1
	Special Package Markings / Special Handling Requirements available for selection. Selected at the Document Level will be displayed on to the Line Item Level.	
For FMS Receiving Reports	If one of the following Special Package Markings / Special Handling Requirements is added to a line item, an informational message will be displayed: • DOC Documentation – Special • EE Electronic Equipment Transfer • SCC Special Containers • STA Conductivity/Anti-static Additive	

	• MOT Other The message will also be displayed if text is entered into the Other Special Package Markings / Special Handling Requirements for a line item. If one of the following Special Package Markings / Special Handling Requirements is added to a line item, an attachment will be required: • EX Explosive Flammable Gas • FG Flammable Gas • FL Flammable • HM Endorsed as Hazardous Material • RM Radioactive Material	
Document Level Other Special Package Markings / Special Handling Requirements	Optional	1/80
	Entered at the Document Level will be displayed on to the Line Item Level.	
Line Item Details	Mandatory	
	At least one Line Item is required. 1-999 Line Items allowed per document	
CLIN/SLIN/ELIN		
Item No.	Mandatory	4/6
MOCAS	Must be 4N, 4N2A, 1A3AN, the word "NONE or "NONE"NN	
ONE-PAY	Must be 4N or 4N2A	
Product/Service ID	Mandatory	1/48
ALL	If the Product/Service ID qualifier is "FS", the Product/Service ID must be 13 numeric characters in length. If the Product/Service ID qualifier is "N4" or "UK", the Product/Service ID must be numeric.	

MOCAS DCMA Administered	If the payment system is MOCAS and the Supplies/Services Indicator is "Services", • The Product/Service ID qualifier must be "SV" • The Product/Service ID must be "Services" If the payment system is MOCAS and the Supplies/Services Indicator is "Supplies", the Product/Service ID qualifier "SV" is not allowed.	
Product/Service ID Qualifier	Mandatory	2/2
EBS	(FS, IB, MG, N4, UK, UX, VC, VP) Product/Service ID qualifiers are available. ZR is for FMS Receiving Reports.	
FMS Receiving Report	When the user selects "ZR - Military Articles and Services List (MASL) Number", the MASL Number value should be entered in the Product/Service ID field.	13/13
Add Additional Product Service Data	Optional	1/15
	With FS – NSN: Add up to 15 Product/Service ID and Product /Service ID Qualifier codes Without FS – NSN: Add up to 14 Product/Service ID and Product /Service ID Qualifier codes	
MOCAS DCMA Administered	If the payment system is MOCAS and the Supplies/Services Indicator is "Services", only one Product/Service ID is allowed. • The Product/Service ID qualifier must be "SV" • The Product/Service ID must be "Services" If the payment system is MOCAS and the Supplies/Services Indicator is "Supplies", up to 15 Product/Service ID and qualifier pairs may be entered and the Product/Service ID qualifier "SV" is not allowed.	
	Mixing of Services and Supplies will not be permitted at the Line Item on the same document.	
Qty. Shipped	Mandatory	1/12
MOCAS	Must be 1-8 digits. No decimals allowed	
Unit of Measure	Mandatory	2/2
	Units of Measure Table can be found under the Display Units of Measure Table link under the Lookup Menu in	

	WAWF.	
Actual Qty.	Conditional	1/8
MOCAS	Must be 1-8 digits. No decimals allowed. Actual Quantity field exists only in Receiving Report/COMBO document of MOCAS pay system, where Line Item has Quantity Shipped = 0 (zero) and Unit of Measure = LO	
NSP	Optional	1
	Not Separately Priced – if checked	
Unit Price	Mandatory	1/19
MOCAS	Must be 0-9 numeric characters with 2 decimals Permits 5 numbers to the right of the decimal	
Amount	System-Generated	
	Quantity multiplied by Unit Price.	
Line Level AAI	Optional	6/6
	AAI must be six numeric characters	
Line Level SDN	Optional	1/30
ONE-PAY	Must be 13, 14 or 15 alphanumeric characters	
Line Level ACRN	Optional	2/2
MILSTRIP Document No.	Conditional	
FMS Receiving Report	If creating an FMS Receiving Report, either a Purchase Request or MILSTRIP Document Number is required. Always enter the MILSTRIP Document Number if there is one available. Please see additional notes below regarding FMS Case Identifier.	14/15
Project Code	Optional	3/3
	The Project Code is a data element used for the purpose of distinguishing requisitions and related documentation and shipments. No special characters allowed.	
Multiple Box Pack Indicator	Conditional	1/1

	Drop down selection. Default selection is N.	
PR Number	Conditional	1/30
FMS Receiving Report	If creating a FMS Receiving Report, either a Purchase Request or MILSTRIP Document Number is required. Always enter the MILSTRIP Document Number if there is one available.	
GFE?	Conditional	1/1
	Government Furnished Equipment Drop down selector. Default selection is N	
Advice Code	Optional	1/1
	Drop down selection.	
Line Level Special Package Markings / Special Handling Requirements	Optional	1/1
	Special Package Markings / Special Handling Requirements available for selection.	
Line Level Other Special Package Markings / Special Handling Requirements	Optional	1/9
Type Designation Method	Conditional	1/1
	Drop down selection. Required when The Designation Value is entered.	
Type Designation Value	Conditional	1/80
	Required when Type Designation Method is selected.	
Description	Mandatory	1/2000
	Requires description for the Line Item.	

2.12 ACRN Tab

ACRN Tab is populated on Line Item (CLIN/SLIN/ELIN) page for the MOCAS and One Pay

The following rules are applied:

- If multiple ACRNs are entered on the ACRN tab, a single ACRN may not be entered on the CLIN/SLIN/ELIN tab.

- If multiple ACRNs are entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

ACRN Tab at Line Item level (Initiator)

Label	Entry Requirement	Size
ACRN	Optional	2/2
	o Multiple ACRNs are permitted	
Amount	Conditional	0.2/12.2
	o Mandatory if ACRN is entered	
Item No.	Pre-populated	4/6
MOCAS One Pay	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System Generated	0.2/12.2
MOCAS One Pay	System-generated from the Quantity multiplied by Price on CLIN/SLIN/ELIN tab.	
ACRN Amount	System Generated	0.2/12.2
MOCAS One Pay	System-generated from the total of the ACRN Amounts.	
Difference	System Generated	0.2/12.2
MOCAS One Pay	Calculated as the CLIN Amount minus the ACRN Amount	
ACRN	Optional	2/2
	Multiple ACRNs are permitted	
Amount	Conditional	0.2/12.2
MOCAS One Pay	Mandatory if ACRN is entered. This amount represents the total amount to be paid against a particular ACRN by the entitlement system. Can be a negative amount; negative sign (-) included in field size.	

2.13 UID Tab

UID Tab is populated on Line Item (CLIN/SLIN/ELIN) page

There may be one or more instances of UIDs per Line Item. Duplicate UIDs per document will not be allowed.

UID Tab (Initiator)

Label	Entry Requirement	Size
Add UID	Optional	
	Add link	

Label	Entry Requirement	Size
UID Type	Mandatory	1/1
	Drop down selection. No default selection. Available UID types are: UID1 (Unique ID Construct 1,Serialization within the Enterprise) UID2 (Unique ID Construct 2, Serialization within the Original Part Number) ESN (Telecomm. Industry Assoc. Electronic Serial Number, for cellular telephone only) GIAI (Global Item Asset Identification) GRAI (Global Returnable Asset Identifier) VIN (Vehicle Identification Number)	
	Based upon the UID Type entered the various Header elements must be entered as indicated below: If UID type = UID1 – the following data elements are required: • IAC (Mandatory when EID is entered) • Enterprise Identifier • UID Type • Serial Number • Full UID If UID type = UID2 – the following data elements are required: • IAC (Mandatory when EID is entered) • Enterprise Identifier • UID Type	

	• Original Part Number or Lot/ Batch
	• Serial Number
	• Full UID
	
	If UID type = GRAI – the following data elements are required:
	      • UID Type
	      • Full UID
	
	If UID type = GIAI – the following data elements are required:
	      • UID Type
	      • Full UID
	
	If UID type = VIN – the following data elements are required:
	      • UID Type
	      • Full UID (the actual Vehicle Identification Number)
	
	If UID type = ESN – the following data elements are required:
	      • UID Type
	      • Full UID	

Issuing Agency Code	Conditional	1/1
	Drop-down selection. Required for UID Type 1 and 2. The following values are the only available IAC choices: D – CAGE LD – DoDAAC UN - DUNS LB - ANSI T1.220 LH – EHIBCC Numbers 0 - EAN.UCC Company Prefix 1 - EAN.UCC Company Prefix 2 - EAN.UCC Company Prefix 3 - EAN.UCC Company Prefix 4 - EAN.UCC Company Prefix	

	5 - EAN.UCC Company Prefix 6 - EAN.UCC Company Prefix 7 - EAN.UCC Company Prefix 8 - EAN.UCC Company Prefix 9 - EAN.UCC Company Prefix	
Original Part Number	Conditional	1/32
	Required for UID Type 2 if Lot/ Batch is not entered in.	
Enterprise Identifier	Conditional	5/13
	The following edit check is in place in relation to the Enterprise Identifier: When the IAC type is selected the Enterprise Identifier is checked to ensure that the length of the code entered is of the appropriate length. D = 5 LD = 6 LH = 4 LB, 0-9 = 9 or 13	
Lot/Batch	Conditional	1/20
	Required for UID Type 2 if Original Part Number is not entered in.	
Warranty Indicator	Optional	1/1
	Drop-down selection "Y", "N" or blank. No default selection.	
Original Manufacturer Code	Conditional	1/1
	Drop-down selection. This field is required if the Original Manufacturer ID is entered.	
Original Manufacturer ID	Conditional	1/13
	This field is required if a selection in the Original Manufacturer Code is selected.	
Special Tooling or Test Equipment	Mandatory	1/1
	Drop-down selection. Default selection is Not Special Tooling or Test Equipment	

2.14 UID Detail Data

Label	Entry Requirement	Size
UID Number	Mandatory	1/50
	When the UID Type is "UID1," the UII must be 17 characters long. Concatenate the following elements in the order listed:	
	Issuing Agency Code, (Omit from concatenation if value is 0-9) Enterprise Identifier, Serial Number,	
	When the UID Type is "UID2," concatenate the following elements in the order listed	
	Issuing Agency Code, (Omit from concatenation if value is 0-9)	
	Enterprise Identifier, Original Part Number, Or Batch/Lot Number, Serial Number,	
	When the UID Type is "ESN," the following must be applied:	
	The UII must be 8 characters long.	
	The UII must consist of the digits 0– 9.	
	When the UID Type is "VIN," the following must be applied	
	The UII must be 17 characters long.	
	The UII must be composed of letters and numbers only and cannot contain the letters "I," "O," and "Q."	
	When the UID Type is "GIAI," the following must be applied:	
	The first position of the UII must be a number (0-9). Applies to Acquisition only.	
	When the UID Type is "GRAI," the following must be applied:	
	The UII cannot be greater than 30 characters or less than 15 characters; the 15th character being the 1st digit of the serialization within the Product Identification.	
	The UII first position must be the digit 0 (zero)	
	The UII positions 2 – 15 can only contain digits (0– 9)	
	The UII 14th position must contain the check digit. To verify its correctness, perform the following:	
	Sum the digits in positions 1, 3, 5, 7, 9, 11, and 13 then multiply the sum by 3.	

	Sum the digits in positions 2, 4, 6, 8, 10, and 12.	
	Add the two resulting sums together.	
	Determine the smallest number which when added to the sum produces a multiple of 10.	
	This number is the check digit.	
Serial Number	Mandatory	1/30
	Required for UID Type 1 and 2.	

2.14.1 Embedded UIDs

The 'Special Tooling and Test Equipment' status is mandatory when adding GFP Embedded UIDs and Non-GFP Embedded UIDs and will default to 'Not Special Tooling or Test Equipment' Status. The Original Part number should be entered even if not used in UII creation.

2.15 MILSTRIP Tab

Milstrip Tab is populated on Line Item (CLIN/SLIN/ELIN) page.

Label	Entry Requirement	Size
MILSTRIP No.	Optional	1/15
	Refers the entry of MILSTRIP Number	
MILSTRIP Qty.	Conditional	1/13
	Required if MILSTRIP Number provided. Must match Line Item Quantity	

2.16 Batch/Lot & Shelf Life Tab

Label	Entry Requirement	Size
Add Manufacturer for Population of Lots OR CAGE/DUNS/DUNS+4	Optional	
	Add link	

Label	Entry Requirement	Size

Manufacturer OR CAGE/DUNS/DUNS+4	Mandatory	1/25
	Must be 5, 9 or 13 in length.	
Batch/Lot Number	Mandatory	1/20
Shelf Life Expiration Date	Optional	8/8
Quantity	Mandatory	1/8

2.17 CDRL ELIN LINE ITEM DETAILS

Not available for One Pay and EBS pay systems.

Label	Entry Requirement	Size
Line Item Details	Mandatory	
	At least one Line Item is required. 1-999 Line Items allowed per document	
ELIN		
Item No.	Mandatory	4
	CDRL ELIN must be 1 alpha and 3 alphanumeric characters	
Qty. Shipped	System Generated	1
	System defaults to "1".	
UofM Code	System Generated	2/2
	System defaults to "EA".	
Unit of Measure	System Generated	2/70
	System defaults to "Each".	
NSP	Optional	1
	Not Separately Priced if checked.	
Unit Price	Mandatory	1/19
Amount	System Generated	

	Quantity multiplied by Unit Price.	
AAI	Optional	6/6
	Line level AAI. Pre-populate from document level AAI, if entered.	
SDN	Optional	1/30
	Line level SDN. Pre-populate from document level SDN, if entered.	
ACRN	Optional	2/2
	Line level ACRN. Pre-populate from document level ACRN, if entered.	
SYSUID 1	Mandatory	1
	Drop-down selection	
SYSUID 2	Optional	1
	At least one and maximum two SYSUID can be recalled by dropdown box.	
Add Attachment	Mandatory	5MB
	One CDRL attachment is permitted per CDRL ELIN. Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the CDRL attachment size is being set to 5 MB; however, this is subject to change. Attachment of an empty file is prohibited.	
Description	Mandatory	1/2000
	Line Item Description is mandatory for CDRL Line Items.	

2.18 Pack Tab

If the Pack Later option is not used, all units must be packed.

Label	Entry Requirement	Size
Pack Later	Optional	
	Checkbox. If checked, the Add button is removed.	
Add	Optional	
	Add Pack Data	

Package Type	Conditional	
	Drop down selection. Available after clicking the Add link.	
Package ID	Conditional	
	Available after clicking the Add link. If RFID: Must be 16, 24, 32, or 64 characters in length. must be only digits 0-9 and letters A-F	
Pack CLIN	Conditional	
	Available after Saving Package information.	

2.19 CLIN/SLIN Data

Label	Entry Requirement	Size
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Id	Mandatory	
	Drop down selection of Package IDs entered in previous screen.	
Quantity Packed	Mandatory	1/16
	Cannot be greater than the Qty. Shipped.	

2.20 Attachments Tab

Label	Entry Requirement	Size
Browse	Optional	
	Button	
Upload	Conditional	6MB
	Must select file in Browse, prior to clicking this button.	
View Attachment	Conditional	
	Link is visible after uploading file.	
Delete Attachment	Conditional	
	Link is visible after uploading file.	

2.21 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

2.22 Document Submission

Once the Vendor is satisfied with the document they may submit the document.   Upon successful submission, the Vendor is presented with a "success" message. The system will generate email to the Vendor and Inspector/Acceptor upon submission of the document.

2.23 Status

Following submission, the status is "Submitted.

2.24 Pack Tab

The Vendor either selects the "Pack Later" check box or start packaging via the "Pack CLIN" icon. "Action" icon box will also appear where the Vendor can select an appropriate entry. Once the first Package ID has been added, the Vendor may elect to add additional Package Ids beneath the first one. Once packages are created, Vendor can click on "Pack CLIN" icon. Vendor can add CLIN/SLIN/ELIN/UIDs beneath the Pack ID via the Pack CLIN/SLIN/ELIN/UID link. When finished, the pack tab will consist of a series of nested containers representing the packing structure of the transaction. The following rules are applied:

- For Pack Later, the Vendor must access the document from the View Vendor Documents folder and select the "Add" link under the Pack column. This will retrieve the document and allow the Vendor to add the pack data. Vendor also has the option de-select pack later by clicking the checkbox marked 'Submit without Pack Data' on the Line Item Tab. Comments are then mandatory.

- If the Pack Type is RFID, Pack ID characters allowed are numerals 0-9 and letters A-F, only. No spaces and no special characters will be allowed. The field size must be exactly 16, 24, 32, or 64. If the Pack Type is something other than RFID, the standard keyboard characters allowed by WAWF will be permitted and the maximum field size will be 64.

- A Pack must contain either another pack, or a CLIN. It may contain multiple packs. Packing levels can be nested only five levels deep.

- Every CLIN on the document must be accounted for on the Pack tab.

- Total quantities for each CLIN must be accounted for on the Pack tab.

- Every UID on the document must be accounted for on the Pack tab. A UID can only be placed under its own CLIN.

Pack Tab

Label	Entry Requirement	Size
Pack Later	Optional	
	Checkbox. If checked, the Add button is removed.	
Add	Optional	
	Add Pack Data	
Package Type	Conditional	
	Drop down selection. Available after clicking the Add link.	
Package ID	Conditional	
	Available after clicking the Add link. If RFID: Must be 16, 24, 32, or 64 characters in length. must be only digits 0-9 and letters A-F	
Pack CLIN	Conditional	
	Available after Saving Package information.	

2.25 CLIN/SLIN Data

Label	Entry Requirement	Size
Add	Conditional	
	Pack Later checkbox must be unchecked to use this option.	
Package Id	Mandatory	
	Drop down selection of Package IDs entered in previous screen.	
Quantity Packed	Mandatory	1/16
	Cannot be greater than the Qty. Shipped.	

2.26   EDI/FTP

The Receiving Report may be created using the EDI 856 or the Receiving Report UDF as the basis for submitting the required data.

3 Document Inspection

Depending upon the type of RR being created this may be an optional or mandatory step.

Upon opening a Source/Source Receiving Report as the Inspector, if the User ID of the Inspector is the same as the User ID of the LPO that worked the related Invoice, an error message will be given.

The Inspector acts as a first point of review within the government workflow process. The Inspector is able to:

- Inspect the document.

- Reject the document to the Initiator.

- Create a Receiving Report

    o The Inspector has the ability to create a Receiving Report on behalf of the Vendor. All requirements in the Vendor paragraphs of this section are applied to that document when it is created.

    o Inspector may **not** add UID data nor may they create an RR with a DCMA Admin By DoDAAC.

    o The system will prohibit a user with a role of "Inspector", registered against a Navy ERP Logistics location code, from creating a Receiving Report

- Enter Multiple ACRNs.

3.1   Micro-Purchase Receiving Report

The Inspector has the ability to create a Micro-Purchase Receiving Report using the link provided in the Navigation Menu. The system will populate CRCARD as the Pay DoDAAC, will prohibit entry of a location code equating to the DSS logistics system in the Ship To location and a Cage Code is an optional entry.

- Header Tab - The system will permit the entry of a Government Document Identifier

- Line Item Tab - Item No. will default to 0001 for the first line item added and increment by 1 for each new Line Item added. The Product/Service ID and Product/Service ID Qualifier will be optional, however if these fields are left blank they will default to "NONE" and "VP" respectively.

- UID Tab - UIDs are permitted on Government created Micro-Purchase Receiving Reports.

3.2   Header Tab

Header Tab (Inspection)

Label	Entry Requirement	Size
CQA/Acceptance	Conditional	1/1
Reject to Initiator	Conditional	1/1
	Comments are mandatory upon rejection	
Reject to Receiver	Conditional	1/1
	Comments are mandatory upon rejection	
Date Received/Inspection Date	Conditional	10/10
	Mandatory upon acceptance. Not allowed upon rejection.	
Signature	Conditional	1/64
	Mandatory upon acceptance. Not allowed upon rejection	
Accept/Date/Sign/Submit	Optional	1/1
	Option to accept, date, sign, and submit the document with one click.	

3.3   Address Tab

The information on the Addresses Tab is read-only.

3.4   Line Item Tab

The Inspector can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

Line Item Tab (Inspection)

Label	Entry Requirement	Size
Qty. Received	Conditional	1/16

	A value must be entered, if not rejecting the shipment. Entry available for each Line Item.	
Qty. Accepted	Conditional	1/16
	A value must be entered, if not rejecting the shipment. Entry available for each Line Item.	
AAI	Optional	6/6
	The system will permit the entry/modify of an AAI at the line level	
SDN	Optional	1/30
	The system will permit the entry/modify of an SDN at the line level	
ACRN	Optional	2/2
	The system will permit the entry/modify of an ACRN at the line level	
PQDR/SDR Report	Optional	
	Checkbox	
CDRL Attachment File	Conditional	
	When Inspecting RR with CDRL ELIN, the system will allow Inspector to view the CDRL Attachment.	
Product/Service ID	Optional	1/13
	During Inspection, if a National Stock Number (NSN) was not previously entered for a Line Item and the Line Item contains fewer than 15 Product/Service ID and qualifier pairs, Inspectors will have the ability to enter one NSN on that line item.	
Type Designation Method	Conditional	1/1
	Drop down selection. Required when The Designation Value is entered.	
Type Designation Value	Conditional	1/80
	Required when Type Designation Method is selected.	

3.5   ACRN Tab

The following rules are applied:

- If multiple ACRNs are entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.

- If multiple ACRNs are entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

ACRN Tab (Inspection)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System-Generated	0.2/12.2
	System generated from the Quantity X Price on Line Item tab.	
ACRN Amount	System-Generated	0.2/12.2
	System-generated from the total of the ACRN Amounts.	
Difference	System-Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount.	
ACRN	Optional	2/2
	User may add, delete or modify previously entered ACRNs	
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. Can be a negative amount; negative sign (-) included in field size.	

3.6 UID Tab

The Inspector has the option to update the Vendor submitted 'Special Tooling or Test Equipment' status for each UID Header by choosing the options available in the dropdown menu. The options are 'Special Tooling', 'Special Test Equipment' or 'Not Special Tooling or Test Equipment' status.

The Inspector has the option to update the Vendor submitted 'Special Tooling or Test Equipment' status for each Embedded GFP and Non-GFP Embedded UII.

The 'Special Tooling or Test Equipment' status selected by the Inspector will be applicable for all the UIIs under that UID header.

UID Tab (Inspection)

Label	Entry Requirement	Size
Accept All	Optional	1/1
	Applies to all UIDs at the Document Level	
Reject All	Optional	1/1
	Applies to all UIDs at the Document Level	
Received All	Optional	1/1
	Applies to all UIDs at the Document Level	
Received None	Optional	1/1
	Applies to all UIDs at the Document Level	
Qty. Accepted	System Generated	
Qty. Rejected	System Generated	
Accept All	Optional	1/1
	Applies to all UIDs at the Line Item	
Reject All	Optional	1/1
	Applies to all UIDs at the Line Item	
Received All	Optional	1/1
	Applies to all UIDs at the Line Level	
Received None	Optional	1/1
	Applies to all UIDs at the Line Level	
Accept	Optional	1/1
	Applies to the individual UID	
Reject	Optional	1/1
	Applies to the individual UID	
Received	Optional	1/1
	Applies to the individual UID	
Not Received	Optional	1/1

	Applies to the individual UID	

3.7   Pack Tab (Inspection)

The Inspector may **not** adjust any data on the Pack Tab. It is View Only tab.

3.8   Misc. Info Tab

Misc. Info Tab (Inspection)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for reduced amount or rejection.	
Attachment	Optional	6MB

3.9   Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

3.10   Successful Submission

Once the Inspector is satisfied with the document they may submit the document.   Upon successful Inspection, the Inspector is presented with a "success" message. The system will generate email to the Vendor and Acceptor upon Inspection of the document.

3.11   Status

Following Inspection, the status is "Inspected."

3.11.1   Information

In the event that a lesser quantity is inspected/accepted by the government than was shipped by the Vendor, an e-mail is sent to the Vendor indicating that the document has been inspected/accepted for a lesser quantity. The Vendor may then log on to iRAPT and review the document and its associated comments to determine why the quantity inspected/accepted was less than the Quantity Shipped. The UIDs rejected have the check box under the Reject column checked.

In the event the document is rejected, the document flows back to the Vendor's rejected RRs folder and all UID information is correctable.

iRAPT provides the means to Inspect/Accept/Reject specific UIDs that have been entered on the RR by the Vendor. However, the Inspector/Acceptor is **not** able to change/modify any data submitted by the Vendor as part of the UID or its associated data elements. If corrections are needed and the government user deems the corrections of magnitude (or the business process calls for it), the document is rejected to the Vendor for correction and resubmission.

DCMA Inspectors logged on with a User ID and Password are provided with an additional Inspection button on source inspection Receiving Reports. Upon clicking the "Inspect / Date / Sign / Submit" (for Source/Destination and Source/Other documents) or "Accept / Date / Sign / Submit" (for Source/Source documents) the document is automatically signed, dated, and processed through to the next step in the workflow. For Source/Source documents, if there are UIDs present, the "Accept All UIDs" box will be automatically checked.

*For Zero Lot (Receiving Report/COMBO document in MOCAS pay system that has the Line Item where Quantity Shipped = 0 (zero) and Unit of Measure = LO) Line Item, Actual Quantity will be used instead of Quantity Shipped.

4 Document Acceptance

This is a **mandatory** workflow step for all types of RRs.

Upon opening a Receiving Report as the Acceptor, if the User ID of the Acceptor is the same as the User ID of the LPO that worked the related Invoice, an error message will be given.

The Acceptor acts as the government approver and locks the approved amount for payment. The Acceptor is able to:

- Accept the document.

- Reject the document.

- Create a Receiving Report

- o The Acceptor has the ability to create a Receiving Report on behalf of the Vendor. All requirements in the Vendor paragraphs of this section are applied to that document when it is created.

- o Acceptor may **not** add UID data nor may they create an RR with a DCMA Admin By DoDAAC).

- o The system will prohibit a user with a role of "Acceptor", registered against a Navy ERP Logistics location code, from creating a Receiving Report

- Enter Multiple ACRNs.

- For D/D Receiving Reports, Accept By will always be the same as the Ship To code. The Accept By location code will be populated with the Ship To location code.

4.1 Micro-Purchase Receiving Report

The Acceptor has the ability to create a Micro-Purchase Receiving Report using the link provided in the Navigation Menu. The system will populate CRCARD as the Pay DoDAAC, will prohibit entry of a location code equating to the DSS logistics system in the Ship To location and a Cage Code is an optional entry.

- Header Tab - The system will permit the entry of a Government Document Identifier

- Line Item Tab - Item No. will default to 0001 for the first line item added and increment by 1 for each new Line Item added. The Stock Part Number and Stock Part Type will be optional, however if these fields are left blank they will default to "NONE" and "VP" respectively.

- UID Tab - UIDs are permitted on Government created Micro-Purchase Receiving Reports.

4.2 Header Tab

Header Tab (Acceptance)

Label	Entry Requirement	Size
CQA/Acceptance	Conditional	1/1
Reject to Initiator	Conditional	1/1
	Comments are mandatory upon rejection	
Reject to Inspector/Receiver	Conditional	1/1
	Comments are mandatory upon rejection	

Acceptance Date/Date Received	Conditional	10/10
	Mandatory upon acceptance. Not allowed upon rejection. During the acceptance of an RR, user may enter a receipt date and/or acceptance date. If the Acceptance Date is prior to the Receipt Date, the user will be prompted to confirm that it is correct.	
Signature Date	Conditional	10/10
	Mandatory upon acceptance. Not allowed upon rejection	
Signature	Conditional	1/64
	Mandatory upon acceptance. Not allowed upon rejection	

4.3   Address Tab

The information on the Addresses Tab is read-only.

4.4   Line Item Tab

The Acceptor can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

Line Item Tab (Acceptance)

Label	Entry Requirement	Size
Qty. Received	Conditional	1/16
	A value must be entered, if not rejecting the shipment. Entry available for each Line Item.	
Qty. Accepted	Conditional	1/16
	A value must be entered, if not rejecting the shipment. Entry available for each Line Item.	
AAI	Optional	6/6
	The system will permit the entry/modify of an AAI at the line level	
SDN	Optional	1/30
	The system will permit the entry/modify of an SDN at the	

	line level	
ACRN	Optional	2/2
	The system will permit the entry/modify of an ACRN at the line level	
PQDR/SDR Report	Optional	
	Checkbox	
CDRL Attachment File	Conditional	
	When Accepting RR with CDRL ELIN, the system will allow Acceptor to view the CDRL Attachment.	
Product/Service ID	Optional	1/13
	During Acceptance, if a National Stock Number (NSN) was not previously entered for a Line Item and the Line Item contains fewer than 15 Product/Service ID and qualifier pairs, Acceptors will have the ability to enter one NSN on that line item.	
Type Designation Method	Conditional	1/1
	Drop down selection. Required when The Designation Value is entered.	
Type Designation Value	Conditional	1/80
	Required when Type Designation Method is selected.	

4.5   ACRN Tab

The following rules are applied:

- If multiple ACRNs are entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.

- If multiple ACRNs are entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

ACRN Tab (Acceptance)

Label	Entry Requirement	Size

Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System-Generated	0.2/12.2
	System generated from the Quantity X Price on Line Item tab.	
ACRN Amount	System-Generated	0.2/12.2
	System-generated from the total of the ACRN Amounts.	
Difference	System-Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount.	
ACRN	Optional	2/2
	User may add, delete or modify previously entered ACRNs	
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. Can be a negative amount; negative sign (-) included in field size.	

4.6 UID Tab

UID Tab (Acceptance)

Label	Entry Requirement	Size
Accept All	Optional	1/1
	Applies to all UIDs at the Document Level	
Reject All	Optional	1/1
	Applies to all UIDs at the Document Level	
Received All	Optional	1/1
	Applies to all UIDs at the Document Level	
Received None	Optional	1/1

	Applies to all UIDs at the Document Level	
Qty. Accepted	System Generated	
Qty. Rejected	System Generated	
Accept All	Optional	1/1
	Applies to all UIDs at the Line Item	
Reject All	Optional	1/1
	Applies to all UIDs at the Line Item	
Received All	Optional	1/1
	Applies to all UIDs at the Line Level	
Received None	Optional	1/1
	Applies to all UIDs at the Line Level	
Accept	Optional	1/1
	Applies to the individual UID	
Reject	Optional	1/1
	Applies to the individual UID	
Received	Optional	1/1
	Applies to the individual UID	
Not Received	Optional	1/1
	Applies to the individual UID	

For those documents where an Inspector/Acceptor has indicated that he/she is accepting a quantity (less than shipped or less than Actual Quantity for Zero Lot Line Items) on a specific Line Item (or multiple Line Items) – the UIDs that are accepted **must** match the total quantity of items accepted.

In the event that the government rejects UIDs, comments are mandatory.

NOTE: Selection of REJECT or REJECT ALL on the UID tab does not force the rejection of the document to the Vendor. That option must be selected from the Header tab.

The Acceptor has the option to update the submitted 'Special Tooling or Test Equipment' status for each UID Header by choosing the options available in the dropdown menu. The options are 'Special Tooling', 'Special Test Equipment' or 'Not Special Tooling or Test Equipment' status.

The Acceptor has the option to update the Vendor submitted 'Special Tooling or Test Equipment' status for each Embedded GFP and Non-GFP Embedded UII.

The 'Special Tooling or Test Equipment' status selected by the Acceptor will be applicable for all the UIIs under that UID header.

4.7   Misc. Info. Tab

Misc. Info. Tab (Acceptance)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for reduced amount or rejection.	
Attachment	Optional	6MB

4.8   Pack Tab

The Acceptor may **not** adjust any data on the Pack Tab. It is View Only tab.

4.8   Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

4.9   Successful Submission

Once the Acceptor is satisfied with the document they may submit the document.   Upon successful acceptance, the Acceptor is presented with a "success" message.

Upon Acceptance of the document where an LPO is included in the workflow, the system will generate email to the Vendor and LPO.

Upon Acceptance of the document where an LPO is not included in the workflow, the system will generate email to the Vendor and Pay Official.

Upon Rejection of the document, the system will generate email to the Vendor.

4.10 Status

Following Acceptance, the status is "Accepted."

5 Document Receiver

This is an **optional** workflow step for all types of RRs.

The Receiver is able to:

- Receive the document.

- Reject the document.

5.1   Header Tab

Header Tab (Receive)

Label	Entry Requirement	Size
Receive	Conditional	1/1
Reject to Initiator	Conditional	1/1
	Comments are mandatory upon rejection	
Date Received	Conditional	10/10
	Mandatory upon Receive. Not allowed upon rejection.	
Signature	Conditional	1/64
	Mandatory upon acceptance. Not allowed upon rejection	

5.2   Address Tab

The information on the Addresses Tab is read-only.

5.3 Line Item Tab

Line Item Tab (Receive)

Label	Entry Requirement	Size
Qty. Received	Conditional	1/16
	A value must be entered, if not rejecting the shipment. Entry available for each Line Item.	
AAI	Optional	6/6
	The system will permit the entry of an AAI at the line level	
SDN	Optional	1/30
	The system will permit the entry of an SDN at the line level	
CDRL Attachment File	Conditional	
	When Receiving RR with CDRL ELIN, the system will allow Receiver to view the CDRL Attachment.	
Product/Service ID	Optional	1/13
	During Receiving, if a National Stock Number (NSN) was not previously entered for a Line Item and the Line Item contains fewer than 15 Product/Service ID and qualifier pairs, Receivers will have the ability to enter one NSN on that line item.	

5.4 UID Tab

UID Tab (Receive)

Label	Entry Requirement	Size
Received All	Optional	1/1
	Applies to all UIDs at the Document Level	
Received None	Optional	1/1
	Applies to all UIDs at the Document Level	
Qty. Received	System Generated	
Received All	Optional	1/1
	Applies to all UIDs at the Line Level	

Received None	Optional	1/1
	Applies to all UIDs at the Line Level	
Received	Optional	1/1
	Applies to the individual UID	
Not Received	Optional	1/1
	Applies to the individual UID	

5.5   Misc. Info. Tab

Misc. Info. Tab (Receive)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for reduced amount or rejection.	
Attachment	Optional	6MB

5.7   Pack Tab

The Receiver may **not** adjust any data on the Pack Tab. It is View Only tab.

5.6   Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

5.7   Successful Submission

Once the Receiver is satisfied with the document they may submit the document.   Upon successful receiving, the Receiver is presented with a "success" message.

5.8   Status

Following Receiving, the status is "Received."

6 Document Pre-Certification

This is an optional workflow step.

The LPO Reviewer provides a point for the certification of funds associated with the payment request. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO Reviewer believes there is an error they must work with the Vendor/Inspector/Service Acceptor, as appropriate to resolve it.

The LPO Reviewer is able to:

- Recommend certify the document.

- Enter Multiple ACRNs.

6.1 Header Tab

Header Item Tab (Pre-Certification)

Label	Entry Requirement	Size
Recommend Review	Mandatory	1/1

6.2 Address Tab

The information on the Addresses Tab is read-only.

6.3 Line Item Tab

Line Item Tab (Pre-Certification)

Label	Entry Requirement	Size
AAI	Optional	6/6
	The system will permit the entry/modify of an AAI at the line level	
SDN	Optional	1/30
	The system will permit the entry/modify of an SDN at the line level	
ACRN	Optional	2/2
	The system will permit the entry/modify of an ACRN at the line	

	level	
CDRL Attachment File	Conditional	
	When pre=certifying RR with CDRL ELIN, the system will allow LPO Reviewer to view the CDRL Attachment.	

6.4   UID Tab

The LPO Reviewer may **not** manipulate any information on the UID tab. It is View Only tab.

6.5   ACRN Tab

The following rules are applied:

- If multiple ACRNs are entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.

- If multiple ACRNs are entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

ACRN Tab (Pre-Certification)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System-Generated	0.2/12.2
	System generated from the Quantity X Price on Line Item tab.	
ACRN Amount	System-Generated	0.2/12.2
	System-generated from the total of the ACRN Amounts.	
Difference	System-Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount.	
Govt Approved Amount	System-Generated	0.2/12.2

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CLIN Approved Amount	System-Generated	0.2/12.2
CLIN Approved Difference	System-Generated	0.2/12.2
ACRN	Optional	2/2
	User may add, delete or modify previously entered ACRNs	
Original Amount	System-Generated	0.2/12.2
ACRN Approved Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. Can be a negative amount; negative sign (-) included in field size.	
ACRN Difference	System-Generated	0.2/12.2

6.6   Misc Info Tab

Misc. Info. Tab (Pre-Certification)

Label	Entry Requirement	Size
Comments	Optional	1/2000
Attachment	Optional	6MB

6.7   Pack Tab

The LPO Reviewer may **not** adjust any data on the Pack Tab. It is View Only tab.

6.7   Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

6.8 Successful Submission

Once the LPO Reviewer is satisfied with the document they may submit the document.   Upon successful Pre-certification, the Reviewer is presented with a "success" message.

6.9 Status

Following pre-certification, the status is "Pre-Certified."

7 Document Certification

This is a conditional workflow step based upon the Pay Office selected.

The LPO provides a point for the certification of funds associated with the payment request. The LPO does not have the capability to adjust the quantity accepted. If the LPO believes there is an error they must work with the Vendor/Inspector/Service Acceptor, as appropriate to resolve it.

Upon opening a Source/Source Receiving Report as the LPO, if the User ID of the LPO is the same as the User ID of the Inspector that worked the document, an error message will be given. This applies to the Micro-Purchase Receiving Report as well.

Upon opening a document as the LPO, if the User ID of the LPO is the same as the User ID of the Acceptor that worked the document, an error message will be given.

The LPO is able to:

- Certify the document.

- Enter Multiple ACRNs.

7.1 Header Tab

Header Tab (Certification)

Label	Entry Requirement	Size
Document Viewed by Certifier	Mandatory	1/1

7.2 Address Tab

The information on the Addresses Tab is read-only.

7.3 Line Item Tab

Line Item Tab (Certification)

Label	Entry Requirement	Size
AAI	Optional	6/6
	The system will permit the entry/modify of an AAI at the line level	
SDN	Optional	1/30
	The system will permit the entry/modify of an SDN at the line level	
ACRN	Optional	2/2
	The system will permit the entry/modify of an ACRN at the line level	
CDRL Attachment File	Conditional	
	When Certifying RR with CDRL ELIN, the system will allow LPO to view the CDRL Attachment.	

7.4 UID Tab

The LPO may **not** manipulate any information on the UID tab. It is View Only tab.

7.5 ACRN Tab

The following rules are applied:

- If multiple ACRNs are entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.

- If multiple ACRNs are entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

ACRN Tab (Certification)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System-Generated	0.2/12.2
	System generated from the Quantity X Price on Line Item tab.	
ACRN Amount	System-Generated	0.2/12.2
	System-generated from the total of the ACRN Amounts.	
Difference	System-Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount.	
Govt Approved Amount	System-Generated	0.2/12.2
CLIN Approved Amount	System-Generated	0.2/12.2
CLIN Approved Difference	System-Generated	0.2/12.2
ACRN	Optional	2/2
	User may add, delete or modify previously entered ACRNs	
Original Amount	System-Generated	0.2/12.2
ACRN Approved Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. Can be a negative amount; negative sign (-) included in field size.	
ACRN Difference	System-Generated	0.2/12.2

7.6   Misc Info Tab

Misc. Info. Tab (Certification)

Label	Entry Requirement	Size
Comments	Optional	1/2000
Attachment	Optional	6MB

7.7   Pack Tab

The LPO may **not** adjust any data on the Pack Tab. It is View Only tab.

7.7   Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

7.8   Successful Submission

Once the LPO is satisfied with the document they may submit the document.   Upon successful certification, the LPO is presented with a "success" message. The system will generate email to the Vendor and Pay Official.

7.9   Status

Following certification, the status is "Extracted /Certified."

8 Payment Processing

This is a Mandatory workflow step.

The Payment Office is able to:

- Review the document if it does not come in EDI.

- Process the document if it does not come in EDI.
- View history if the document comes in EDI.
- Recall document from history and make available for recall.
- Suspend the document.

8.1   Header Tab

Header Tab (Payment Processing)

Label	Entry Requirement	Size
Document Reviewed Document Processed Document Suspended Document Available For Recall	Mandatory	1/1

8.2   Address Tab

The Pay Clerk may not adjust any data on this tab.

8.3   ACRN Tab

The Pay Official may not adjust and data on this tab.

8.4   Line Item Tab

The Pay Clerk may not adjust any data on this tab. The system will allow Pay Official to view the CDRL Attachment.

8.5   UID Tab

The information on the UID Tab is read-only.

8.6   Pack Tab

The information on the Pack Tab is read-only.

8.7   Regenerate EDI Tab

When processing the document, the system will permit the Pay Official to Regenerate the 861 Extract.

8.8   Misc. Info. Tab

Misc. Info Tab (Payment Processing)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Comments are mandatory when Document Suspended is selected.	
Attachment	Optional	6MB

8.9   Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

8.10   Submission

- If the Payment Office reviews the document, the status is "Reviewed."
- If the Payment Office suspends the document, the status is "Suspended."
- If the Payment Office processes the document, the status is "Processed."
- If the Payment Office makes the document available for recall, the status is "Recall Available."

8.11   Status

Following Payment Processing, the status is "Processed."

8.10 Extract

8.10.1 Source/Source

- 856_ASN is sent to the NAVY_ERP Inspect By on create.
- 861_AAA is sent to the AAI on source acceptance.
- 856_011 is sent to the Pay Official and Ship To on source acceptance or LPO certification

- 856_201 is sent to the Pay Official on source acceptance or LPO certification if the Pay System is not NAVY_ERP.

- 856_201 is sent to MOCAS on source acceptance or LPO certification if the document is DCMA Administered.

- 861 is sent to MOCAS on source acceptance or LPO certification if the document is DCMA Administered.

- 861 is sent to the Pay Official on source acceptance or LPO certification if the Pay System is not NAVY_ERP or MOCAS.

- 856_ASN is sent to the Ship To on source acceptance if the Ship To is DSS or GOCO (if the pack later/transportation indicator is not set).

- 856_PSN is sent to the Ship To on source acceptance.

- 856_PSN is sent to the GFP_HUB on source acceptance if the Ship To is a Contractor CAGE or Contractor DoDAAC.

- UID is sent to the registry on source acceptance.

8.10.2 Source/Destination

- 856_ASN is sent to the NAVY_ERP Inspect By on create if the Pay System is not NAVY_ERP.

- 856_011 is sent to the Pay Official and Ship To on source inspection.

- 856_ASN is sent to the Ship To on source inspection.

- 861_AAA is sent to the AAI on acceptance.

- 861 is sent to MOCAS on acceptance or LPO certification if the document is DCMA Administered.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Pay System is not NAVY_ERP.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Ship To is not NAVY_ERP and the Pay System is NAVY_ERP.

- 856_PSN is sent to the Ship To on acceptance.

- UID is sent to the registry on acceptance.

8.10.3 Source/Other

- 856_ASN is sent to the NAVY_ERP Inspect By on create if the Pay System is not NAVY_ERP.

- 856_011 is sent to the Pay Official and Ship To on source inspection.

- 856_ASN is sent to the Ship To on source inspection.

- 861_AAA is sent to the AAI on acceptance.

- 861 is sent to MOCAS on acceptance or LPO certification if the document is DCMA Administered.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Pay System is not NAVY_ERP.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Ship To is not NAVY_ERP and the Pay System is NAVY_ERP.

- 856_PSN is sent to the Ship To on acceptance.

- 856_PSN is sent to the GFP_HUB on acceptance if the Ship To is a Contractor CAGE or Contractor DoDAAC.

- UID is sent to the registry on acceptance.

8.10.4 Destination/Destination

- 856_011 is sent to the Payment Official on create if the Pay System is not NAVY_ERP.

- 856_011 is sent to the Ship To on create if the Pay System is not NAVY_ERP.

- 856_ASN is sent to the Ship To on create for documents with a DSS Ship To (if the pack later/transportation indicator is not set).

- 856_011 is sent to MOCAS (Pay DoDAAC associated with DCMA Admin) on create for DCMA Administered documents.

- 861_AAA is sent to the AAI on acceptance.

- 861 is sent to MOCAS on acceptance or LPO certification if the document is DCMA Administered.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Pay System is not NAVY_ERP.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Ship To is not NAVY_ERP and the Pay System is NAVY_ERP.

- 856_PSN is sent to the Ship To on acceptance.

- UID is sent to the registry on acceptance.

8.10.5 Destination/Other

- 856_011 is sent to the Payment Official on create if the Pay System is not NAVY_ERP.

- 856_011 is sent to the Ship To on create if the Pay System is not NAVY_ERP.

- 856_ASN is sent to the Ship To on create for documents with a non DSS Ship To (if the pack later/transportation later indicator is not set).

- 856_011 is sent to MOCAS (Pay DoDAAC associated with DCMA Admin) on create for DCMA Administered documents.

- 861_AAA is sent to the AAI on acceptance.

- 861 is sent to MOCAS on acceptance or LPO certification if the document is DCMA Administered.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Pay System is not NAVY_ERP.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Ship To is not NAVY_ERP and the Pay System is NAVY_ERP.

- 856_PSN is sent to the Ship To on acceptance.

- 856_PSN is sent to the GFP_HUB on acceptance if the Ship To is a Contractor CAGE or Contractor DoDAAC.

- UID is sent to the registry on acceptance.

8.10.6 Other/Other

- 856_011 is sent to the Payment Official on create if the Pay System is not NAVY_ERP.

- 856_011 is sent to the Ship To on create if the Pay System is not NAVY_ERP.

- 856_ASN is sent to the Ship To on create for documents with a non DSS Ship To (if the pack later/transportation later indicator is not set).

- 856_011 is sent to MOCAS (Pay DoDAAC associated with DCMA Admin) on create for DCMA Administered documents.

- 861_AAA is sent to the AAI on acceptance.

- 861 is sent to MOCAS on acceptance or LPO certification if the document is DCMA Administered.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Pay System is not NAVY_ERP.

- 861 is sent to the Pay Official on acceptance or LPO certification if the Ship To is not NAVY_ERP and the Pay System is NAVY_ERP.

- 856_PSN is sent to the GFP_HUB on acceptance if the Ship To is a Contractor CAGE or Contractor DoDAAC.

- UID is sent to the registry on acceptance.

8.10.7 Void

- 856_011_VOID, 856_201_VOID, 856_ASN_VOID, 861D_AAA are sent